PERSON SPECIFICATION

**Post – Business Administration Apprentice**

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| Requirement | Essential | Desirable | Method of Assessment |
| **Qualification / Training** |
| GCSE in English and Maths | Yes |  | AF |
| IT Qualification |  | Yes | AF |
| **Experience** |
| Administration |  | Yes | AF, I |
| Able to use Microsoft Office eg, Word, Excel  | Yes |  | AF, I, T |
| **Knowledge and Abilities** |
| Good interpersonal skills | Yes |  | AF, I |
| Professional approach to work | Yes |  | AF, I |
| Working knowledge of IT | Yes |  | AF, I |
| Communicate effectively with external agencies either on the telephone or face to face |  | Yes | AF I |
| Understand Data Protection and confidentiality requirements | Yes |  | AF, I |
| **Skills** |
| Well organised | Yes |  | AF, I |
| Accurate and capable of attention to detail | Yes |  | AF, I |

Method of assessment: AF = Application Form I = Interview T = Test